

The Gunnison Police Department is seeking qualified applicants for a part time position with the Neighborhood Service Office. Duties will consist of parking enforcement and support services.

**APPLICATION DEADLINE IS 5 PM ON OCTOBER 2, 2006.
DEPARTMENT APPLICATION MUST BE USED.**

**NEIGHBORHOOD SERVICES OFFICE – PART TIME
JOB DESCRIPTION and SELECTION PROCESS**

GENERAL DESCRIPTION OF DUTIES: Performs technical and administrative duties related to parking enforcement and other support services for the Department.

Normal schedule will be 25 hours per week. Hours will be scheduled Monday thru Friday and 8:00 AM to 5:00 PM. Additional hours may be scheduled to cover leaves and/or increased work load.

EDUCATION AND EXPERIENCE:

Must have a high school diploma or GED.

JOB REQUIREMENTS:

Potential duties and requirements are contained in job description for Neighborhood Services and Records Clerk.

Parking enforcement will be primary duty from NSO job description. Employee will be capable of completing requirements from NSO job description consistent with parking enforcement. Other NSO duties may be assigned as needed by the department and consistent with training, experience and ability.

Job description for Records Clerk will apply, as assigned, as part time employee may cover records office during vacations and other leaves of absence.

Minimally applicants must meet the following: Applicants must satisfactorily complete the departments training program. Applicants must pass a thorough background investigation. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified. Applicants with criminal charges and/or controlled substance use in the last 36 months will not be considered. Applicants must demonstrate strong interpersonal skills. Applicants must be able to communicate in English both verbally and in writing. Parking enforcement is done in a pedestrian capacity. Applicant must be able to check vehicles in a reasonable time length and under a variety of weather and road conditions.

Employees must comply with City of Gunnison Employee Manual and Policy.

SELECTION PROCESS:

Testing will consist of a review of application submitted, oral interview, and written test. Top candidates will be recommended to Chief of Police for selection. Back ground check will be conducted on top applicants prior to final selection.

F. NEIGHBORHOOD SERVICES OFFICER

1. EXAMPLES OF DUTIES

Enforce Municipal Ordinances that apply to animal control, parking, junk/abandoned vehicles, weed control and other nuisances.

Maintain and operate the City animal shelter in accordance with Department of Health standards.

Conduct foot and vehicular patrol of the City to detect violations of ordinances, safety hazards, damaged utilities, to be visibly present in the community, and to be easily approachable for citizens.

Identify, remove and dispose of abandoned vehicles in accordance with Municipal Ordinance and Colorado Statute.

Secure, track and dispose of property in the custody of the police department; as evidence, for safekeeping, or as found property, in accordance with Department Policy, Municipal Ordinance and Colorado Statute.

Accurately report facts of an investigation orally and in written form using of electronic media as well as pen and paper.

Communicate effectively with citizens and officers in a variety of situations including very stressful incidents and emergencies.

Conduct public education programs on a variety of topics as assigned.

Other duties as assigned.

2. ORGANIZATIONAL RELATIONSHIPS

Reports directly to a Police Captain

Does not directly supervise anyone

c. EDUCATION AND EXPERIENCE

Must have High School diploma or GED. College experience is preferred.

d. JOB REQUIREMENTS

Must satisfactorily complete the department's training program.

Must have a valid Colorado driver's license.

Must obtain NACA or ACO certification within one year of employment.

5. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Must have a working knowledge of animal behavior and animal care procedures.

Must be capable of sitting in a vehicle or office for extended periods.

Must be physically capable of examining vacant lots for violations. This may include; height of weeds, accumulation of trash, dumping of potentially hazardous materials.

Must be physically capable of examining a motor vehicle for identification numbers. This may include vehicles parked on vacant lots, impound yards, or junk yards. Identification numbers may be on dashboards, under the hood on the firewall, on frame members, or underneath vehicles.

Must have vision capabilities, either corrected or uncorrected, to read printed material on computer monitors, hand written information and typed information. Must be able to correctly distinguish the colors of motor vehicles, clothing, and traffic signs.

Must be capable of using the English language to communicate effectively, verbally and in writing.

Must be capable of safely operating motorized and non-motorized department vehicles under normal conditions.

Must possess the cognitive ability to determine an acceptable course of action relating applicable laws and policies to actual situations.

Must be able to perform divided attention tasks such as drive a vehicle and talk on the radio or interact with several persons at one time.

Must be capable of hearing and understanding multiple conversations in person, over the telephone or radio at normal conversation. levels. An example of this would be the ability to talk on the phone and monitor radio traffic.

Must be capable of smelling odors which could indicate crimes in progress or safety hazards. This would commonly include odors associated with inadequate animal care, hazardous materials, or gas fumes in buildings.

Must be capable of operating computer programs in use by the police department.

Must demonstrate an understanding of, and practice the confidentiality of

information.

Must have a working knowledge of criminal and traffic laws in the City Code within six months of employment.

6. PERSONAL SKILLS/QUALITIES

The ability to communicate with a diverse range of people.

Social skills needed to respond appropriately and spontaneously in a variety of situations.

Ability to work with animals.

7. OTHER REQUIREMENTS

Must be capable of typing a minimum of 20 words per minute, corrected, within six months of employment.

8. Must be physically capable of lifting and carrying 50 pounds. Property impounded by the department may be stored in the evidence room, in the City Hall basement, or on the second floor of the City Shops. Storage methods include the floor, floor to ceiling shelves or hooks mounted in the ceiling. Storage areas are not for public access and elevators are not available.

This position has been determined to be an exposure risk to bio-hazards associated with blood-borne pathogens, HIV, AIDS, Hepatitis B, air-borne transmissions of tuberculosis, and other bio-hazards. Employees are advised that exposure to a bio-hazard may result in severe illness or death. Employees are required to use protective equipment and clothing. Inoculation may be required to prevent or treat exposures to bio-hazards.

This position has been determined to be an exposure risk to chemical or explosive hazards. Employees are advised that exposure to chemical or explosive hazards may result in severe illness or death. Employees are required to use protective equipment and clothing when exposed to these risks.

This position has been determined to be an exposure risk to dangerous or diseased animals as part of animal control or code enforcement activities. Employees are advised that exposure to animals may result in injury, illness or death. Employees are required to use protective equipment and clothing when exposed to these risks.

G. POLICE RECORDS CLERK

1. EXAMPLES OF DUTIES

Understand and apply all policies and laws regulating police related information including the Colorado Criminal Justice Records Act and the Federal Freedom of Information and Privacy Acts.

Prepare and distribute copies of approved police reports and tickets to the District Attorney, City Attorney, County Court, District Court and Municipal Court as appropriate.

Responsible for the entry of criminal justice information into the department's computer system.

Serve as public contact person for visitors to the Department.

Provide secretarial services to the Department.

Provide a central information source for administrative functions of the department within the city. This may include mail distribution, payroll tracking, event scheduling and phone messages.

Other duties as assigned

2. ORGANIZATIONAL RELATIONSHIPS

Reports directly to the Police Captain

Does not directly supervise anyone

3. EDUCATION AND EXPERIENCE

Must possess a high school diploma or G.E.D.

4. JOB REQUIREMENTS

Must successfully complete the CCIC Terminal Operator Certification within six months of hiring.

5. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have vision capabilities, either corrected or uncorrected, which would allow for the reading of printed material on computer monitors, hand written information and typed information.

Must be capable of hearing and understanding conversations in person, over the telephone or radio at normal conversation levels.

Must be capable of typing 50 words per minute, corrected.

Must be capable of using the English language to communicate verbally and in writing.

Must be capable of filing a large quantity of information in an organized manner that facilitates retrieval by several different references.

Must be capable of operating computer programs in use by the police department.

Must have a working knowledge of basic criminal and traffic laws to aid in the filing and handling of reports, tickets and official correspondents.

Must demonstrate an understanding of the confidentiality of information.

6. PERSONAL SKILLS/QUALITIES

The ability to communicate effectively with a diverse range of people.

Social skills needed to respond appropriately and spontaneously in a variety of situations.

7. OTHER REQUIREMENTS